

09 MAY 1977

MEMORANDUM FOR: ✓ Executive Officer, DDA  
Executive Officer, DDI  
Executive Officer, DDS&T  
Chief, Policy and Plans Group, OS  
Special Support Assistant to the DDA

STATINTL FROM: [REDACTED]  
Chief, Logistics Services Division, OL

SUBJECT: Universal Courier Receipt System

1. Action Requested: An objective of the Mail and Courier Branch, Logistics Services Division, OL (M&CB/LSD/OL) is to institute a new Universal Courier Receipt System designed to replace all existing courier receipts now in use throughout the Agency. We request your review of this new system.

2. Background:

a. The new receipt system will accomplish several goals, the most important being that it will:

(1) Provide a machine sort-retrieve capability which will reduce man-hours required to search for receipts and reduce response time to receipt inquiries;

(2) Will be a standard receipt in design and size which will be used for all classifications of mail, but will still provide the color code scheme for classification and handling identification;

(3) Provide for a transfer of responsibility through successive couriers;

(4) Finally, it is a continuous form designed for high volume machine processing or individual handwritten preparation.

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b. The new receipt is a four-part tab set, prenumbered, continuous feed form with parts one - three NCR paper copies and part four a NCR card stock. Additionally, the receipt number will be prepunched on part four of the set to provide the sorting/retrieval capability.

c. The classification color scheme will follow that presently in use, for example:

White - for Secret and Below (replaces form 240)

Yellow- for Top Secret Only (replaces form 2600)

Pink - for Compartmented Material Only (replaces form 240a)

d. The color code scheme will provide onsite recognition for the couriers and mail sorters as to the classification of mail enclosed and the special handling each requires.

e. Each successive courier as well as the final recipient must sign the receipt. Part four (tab card) must, at all times, be returned to the M&CB for final control and storage.

f. The new receipt system does not incorporate a document receipt as part of the courier receipt. Separate action will be required if a document receipt is needed.

g. The new receipt will be a stock item and will be available in all building supply rooms. When the new receipt system is adopted, all existing courier receipts will be rendered obsolete and should no longer be used.

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3. Recommendation: Please respond to the above proposed courier receipt by 20 May 1977.

Att

cc: RAB/DDA, w/att

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